

JOB DESCRIPTION

JOB TITLE: Environmental Health Director **GRADE:** 24

JOB CODE: 3001 **DATE:** 11/8/95

GENERAL FUNCTION: Under administrative direction of the director of the local health department plans, develops, organizes and directs a comprehensive environmental health program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Makes policy decisions subject to administrative approval and initiates plan for environmental health programs based on environmental and public health laws and regulations, to prevent health hazards to the consumer.

Gives guidance and direction to subordinate program administrators within the district.

Studies and analyzes operational procedures.

Prepares detailed and comprehensive reports and recommendations.

Meets with public groups to explain programs and engender public interest and support.

Prepares administrative rules, regulations and policies relating to environmental health programs.

Reviews and replies to correspondence.

Develops administrative methods for the purpose of achieving effective utilization of time and efficient operation of the environmental health program .

Collaborates with other staff in maintaining a continuous program of public information.

Addresses civic and other public groups and organizations.

SUPERVISION RECEIVED: Recommends policies in functional area(s); incumbent also sets goals and objectives in functional area(s).

SUPERVISION EXERCISED: Direct supervision of environmental health supervisory staff.

JOB SPECIFICATIONS:

JOB TITLE: Environmental Health Director (cont'd) **JOB CODE:** 3001

Knowledge and Abilities:

Considerable knowledge of the principles of chemistry, biology, geology and other natural sciences as applied to environmental health.

Considerable knowledge of state and applicable local health laws and regulations.

Considerable knowledge of departmental policy, rules and regulations as applied to environmental health.

Considerable knowledge of the methods and techniques required to perform environmental health inspections.

Considerable knowledge of the organization of and relationships among state, county and municipal governments in matters relating to environmental health activities.

Considerable skill in interpreting laws, policies, procedures, rules and regulations pertaining to environmental health.

Considerable skill in communicating effectively both orally and in writing.

Considerable ability to supervise a staff of environmental health professionals in performing a full range of environmental health programs or in a specialized program area.

Ability to train, coordinate, review, and evaluate the activities of assigned health environmentalists.

Ability to evaluate quality of services and to determine compliance with all applicable statutes and regulations.

Ability to perform applicable personnel functions.

Minimum Education, Training, and Experience Requirements: Bachelors degree from a college or university with a minor or the equivalent (24 semester hours) in environmental health, biological or physical sciences. Five years experience in the environmental health field, at least one year of experience in an administrative or supervisory capacity in a health or health related job responsibility.

JOB TITLE: Environmental Health Director (cont'd) **JOB CODE:** 3001

(Note: an individual upon employment must become registered under the provisions of KRS 223 prior to becoming a permanent employee.)

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.